

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRANSPORTATION PLANNING  
POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Associate Transportation Planner	<b>DISTRICT/DIVISION/OFFICE</b> 74/Division of Transportation Planning/ Office of Community Planning	
<b>WORKING TITLE</b> Native American Liaison	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under the direction of the Branch Chief, for the Native American Liaison Branch, the incumbent provides expertise and is an advocate for the Department's efforts concerning government-to-government relationships with Native American Tribal Governments and Native American groups.

**TYPICAL DUTIES:**

- 30% (E) Assist in implementing the Caltrans Tribal Employment Rights Ordinance policy. Work with the Districts and the Tribes to develop TERO MOUs, ensure the Caltrans TERO Guidance and TERO Highway Construction Permit (THCP) documents are up to date, monitor TERO activity in the Department, and otherwise work to ensure the Caltrans TERO Deputy Directive is effectively implemented.
- 25% (E) Provide completed staff work for the Director's Native American Advisory Committee under the direction of the Branch Chief for the Native American Liaison Branch. Work effectively with the Caltrans Native American Advisory Committee in developing Caltrans' policy and meeting the established goals of the committee and the Department.
- 25% (E) Prepare and implement special assignments, spreadsheets, reports, and contracts on tribal transportation issues. Meet with responsible individuals to identify and resolve issues as necessary and to carry out federal and State planning requirements. The incumbent may also be part of an interdisciplinary team working on special assignments related to Tribal issues such as road safety. Analyze issues and develop recommendations, complete federal and state legislative analysis, and implement and manage contracts as necessary.
- 15% (E) Collaborate with and provide technical assistance for the districts, external agencies, Tribal Governments, and other units within the Department on Native American issues. Review documents for compliance with state and federal law, complete legislative analysis, and represent the branch in various capacities. Act as the regional planning contact for the Districts on Tribal transportation issues. Stay in touch with District Native American Liaisons on a regular basis to ensure their questions are answered and they are working in line with statewide policy guidelines.
- 5% (M) Assists the Branch Chief with related duties as assigned.

### ***SUPERVISION RECEIVED***

The incumbent receives general direction from the Branch Chief, Native American Liaison Branch, and works independently exercising judgment and initiative in day-to-day activities.

### ***SUPERVISION EXERCISED OVER OTHERS***

The incumbent does not supervise other staff.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The incumbent should have basic knowledge of federal and state transportation planning policies and procedures, and the ability to work cooperatively with federal agencies, Tribal Governments, Caltrans staff, and staff of other partner agencies. Previous experience working with Tribal Governments, Native American issues, and contracts is desirable.

As a critical factor for success, the incumbent should have a comprehensive knowledge of Native American Tribal Governments in California, including grass roots community programs, the Bureau of Indian Affairs and Federal and State Native American policies.

The incumbent should possess a comprehensive knowledge of Native American transportation and economic development issues as they relate to the Department, as well as a sensitivity to and a thorough understanding of tribal culture, traditions, values and business practices.

Incumbent should have the ability to represent the Department with internal and external partners and to maintain cooperative relationships with individuals and organizations in the daily conduct of business. Must be able to work successfully both independently and as part of a team; to carry out assignments expeditiously and completely; to collect, develop, categorize, maintain, and summarize data; and to communicate clearly and effectively both verbally and in writing.

The ability to use a computer and associated software (i.e., Word, Excel, and PowerPoint) is essential.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The position has responsibility for helping to ensure that the principles and practices of the regional planning and programming process are carried out, particularly in relation to Native American Tribal Governments, and implemented in accordance with the Department's mission and with federal and State laws. Errors could result in loss of credibility with the Tribal Governments with which the Department interacts. Failures could also jeopardize federal transportation funds received by California.

### ***PUBLIC AND INTERNAL CONTACTS***

The incumbent serves in a liaison role and must maintain an effective professional working relationship with individuals from Caltrans, regional and federal agencies, and Tribal Governments. The incumbent should be able to interact effectively with administrators, Bureau of Indian Affairs Officials, and Native American tribal chairpersons. The incumbent should also be able to understand and communicate with the Native American community and to establish and maintain a high degree of credibility with that community.

The incumbent may arrange, attend, and participate in meetings with Native American Tribal Governments, Federal, State, and local agencies. The incumbent serves to represent Caltrans to the public.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Duties associated with working in a regular office environment and the ability to travel when necessary. The incumbent must also be able to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems, and acknowledge the various responses.

***WORK ENVIRONMENT***

Regular office work environment. Some travel may be required.

***ACKNOWLEDGMENTS***

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR

DATE